

28 March 1968

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Survey of the Agency Archives and Records
Center: Second Interim Report

1. PURPOSE

This memorandum is the second interim Agency Archives and Records Center survey progress report.

2. FRAME OF REFERENCE

The following memorandum are the frame of reference for this report:

a. Memorandum from the Chief, Records Administration Branch, dated 19 February 1968; Subject: Survey of the Agency Archives and Records Center.

b. Survey of the Agency Archives and Records Center; Project Outline, dated 20 February 1968.

c. Survey objectives established by the Chief, Support Services Staff, DSS, in his memorandum dated 29 February 1968, concerning the survey Project Outline.

d. Production Control Chart, dated 4 March 1968

3. DISCUSSION

a. For all practical purposes, the study is on schedule. PHASE I, except as noted below, has been completed.

(1) The Office of Finance Records Officer was not interviewed because she did not return from leave, as noted in the first report, but retired under medical disability.

(2) Arrangements are being made, as you suggested, to interview twelve (12) additional component records officers for user background to Center operations. This is estimated as adding a minimum of three (3) days to the study but every attempt will be made to absorb this period within the already established study time frame.

MORI/CDF

(3) Additional background to Center operations is still being developed.

b. With regard to the evaluation of work performance in the Center, in a presentation at the 22 March Interagency Records Administration Conference, Mr. Joseph L. Wertzberger, Center Manager, National Personnel Records Center, St. Louis, Missouri, discussed records center work performance standards. He was approached briefly on this subject after the meeting but because his time was limited, arrangements have been made to discuss these standards further with Mr. Charles A. Sterman, Chief, Operations Division, Office of Federal Records Center, NARS. This meeting is to be held on 29 March 1968.

c. As noted above, the period of time since the last interim survey report has been spent in the development of background data under PHASE I, with visits to the Center (19 and 20 March) and attendance at the IRAC Meeting (22 March). The remaining days have been spent in the organization of collected data and development of statistics and trends in preparing PHASE II analysis.

4. CENTER AUDIT

During PHASE I, a general audit was made of the Center based upon the checklist published in the Summer 1967 edition of the Records Management Journal. A report of this audit is forwarded separately.

STAT

